

Huntington Beach Fire Department

Hazardous Materials Disclosure, Identification Guide (Placarding), and Business Emergency Plan (BEP) Requirements

REQUIREMENTS

1. DISCLOSURE

- 1.1 As part of the State's emergency planning requirements and the requirements of the California Fire Code/Huntington Beach Municipal Code (HBMC), all businesses in the City of Huntington Beach that handle, store, or use hazardous materials above certain threshold quantities are required to file a Hazardous Materials Disclosure Package (HMDP) with the Fire Department's Hazardous Materials Disclosure Program office.
- 1.2 Businesses that have, or will have, hazardous materials in quantities equal to or greater than the following amounts are required to submit a HMDP:
 - 500 pounds of a hazardous solid
 - 200 cubic feet of a gas (or the compressed or liquefied equivalent)
 - 55 gallons of a hazardous liquid
 - Extremely hazardous materials that exceed the threshold amounts listed in 40 CFR 355 Appendix A
 - Hazardous wastes that exceed any of the threshold amounts listed above, or
 - Radioactive materials that exceed the amounts listed in 10 CFR 30, 40, or 70

The Fire Department may require disclosure of other materials if it is determined that the type or quantity poses a hazard to public health or the environment if it were to be released.

- 1.3 In general, any material that is covered by a Material Safety Data Sheet (MSDS) should be considered a hazardous material.
- 1.4 Examples of common materials considered to be hazardous materials include:
 - All types of fuels (diesel fuel, gasoline, and propane)
 - Oils (motor oils and machining fluids)
 - Paints and coating materials (oil and water-based paints, epoxy coatings, plating and metal finishing chemicals)
 - Inks, solvents (acetone, paint thinner, mineral spirits, acids, and bases)

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- Compressed and cryogenic gases (oxygen, acetylene, nitrogen, argon, hydrogen, carbon dioxide, etc.)
- Industrial cleaners (alkaline and acidic)
- Polymers (resins, monomers, styrenes, epoxies, and catalysts), and
- Hazardous wastes (waste oils, waste fuels, waste solvents, waste paints, waste plating fluids, filter cake, process sludge, waste corrosive fluids, etc).

1.5 The following businesses and/or materials are either exempt from filing a HMDP, or their requirements are reduced:

- Medical facilities storing medical gases (nitrogen, oxygen, and nitrous oxide) in quantities of <1000 cubic ft.
- Infectious medical waste (linens, wipes and other items contaminated with bodily fluids).
- Most retail product sales (paint stores, auto parts stores, garden centers, beauty supply, etc).
- Retail or wholesale distribution of foods, drugs, or cosmetics containing hazardous materials (no formulation or repacking at the site).
- Materials on site for less than 30-days per year (construction sites and some contractor's facilities).

1.6 A disclosure package can be requested by contacting the Huntington Beach Fire Department's Hazardous Materials Disclosure Program office at (714) 536-5676 or (714) 536-5469. The packet includes the following items:

- Hazardous Materials Inventory form(s)
- Business Activities form
- Business Owner/Operator Identification form
- Site Map
- Business Emergency Plan (BEP)
- Reference package containing examples of completed forms and chemical reference materials

1.7 The completed package must be returned to the Hazardous Materials Program Disclosure office within 30-days.

2. KNOX® BOX (CABINETS)

2.1 If your business handles materials in the amounts that require a Hazardous Materials Disclosure Packet and the reported amounts exceed a 2 rating in the health quadrant, 1 rating in the reactivity quadrant, or any special hazard, the Huntington Beach Fire Department requires that a copy of that packet be kept in a Knox Cabinet (Figure 1), secured to the addressed side of the business, along with

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keys to access the property. A Knox application can be requested by contacting the Fire Department's Knox Coordinator at (714) 536-5411.

FIGURE 1



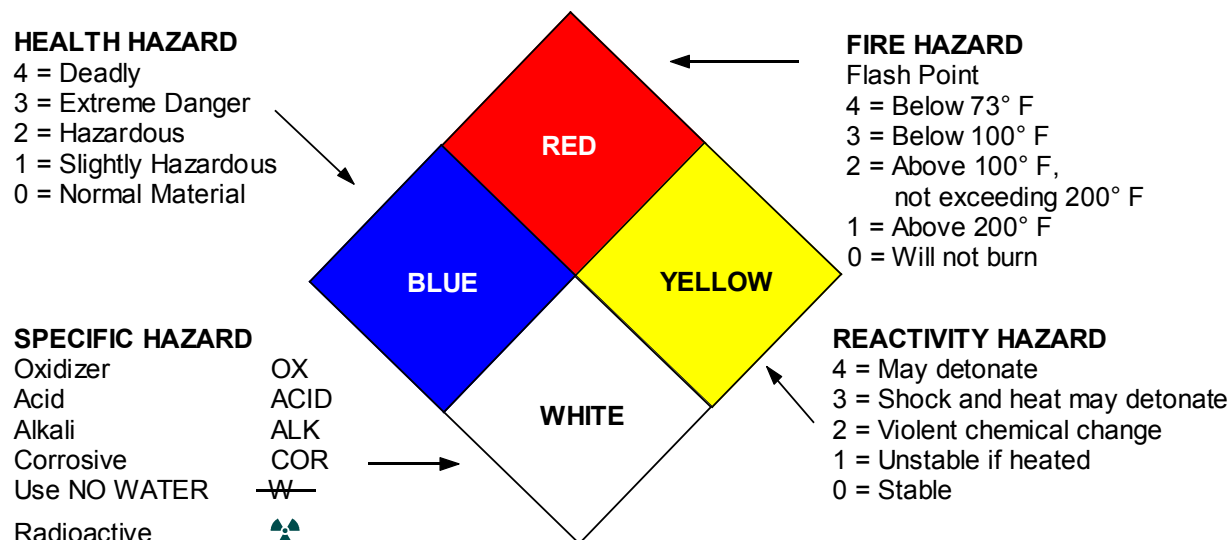
NOTE: All **Knox Cabinets** for storing hazardous materials data and/or keys **must** be purchased with the **dual lock option**. This allows you to access the Knox Cabinet to update information pertinent to your business operation.

3. PLACARDING

- 3.1 The National Fire Protection Association (NFPA) 704 placarding system is intended to provide emergency response personnel with information about the relative hazards of hazardous materials within an occupancy and to assist in the selection of firefighting tactics and emergency procedures.
- 3.2 An NFPA 704 placard is divided into four color-coded quadrants, each identifying a different hazard category:
- Blue for health
 - Red for flammability
 - Yellow for reactivity (instability)
 - White for special hazard information such as water reactive materials
- 3.3 The placard system also uses a number rating system ranging from "0" to "4" to indicate the relative hazard within each hazard category (Figure 2):
- "0" represents NO hazard
 - "4" represents the HIGHEST degree of hazard

FIGURE 2

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- 3.4 Reflective numbers/symbols should be used in the red, yellow and white quadrants, and reflective colored numbers used on the blue "health hazard" quadrant to enhance visibility.
- 3.5 The Huntington Beach Fire Code requires placarding when hazardous materials are stored, handled, or used in quantities on site at any one time, equal to or in excess of, the following quantities:
- 500 pounds of a hazardous solid
 - 200 cubic feet of a compressed gas
 - 55 gallons of a hazardous liquid
 - 50 pounds of fireworks
 - 25 pounds of Cellulose Nitrate
 - 10 gallons of Organic Peroxide
 - Any amount of a chemical carcinogen
 - Any amount of a cryogenic gas or liquid
 - Any amount of a "Health" or "Reactivity" rating of Class 3 or 4
 - Storage and use of Class 1 and 2 explosives. (All entrances to explosive material manufacturing and storage sites, and all access roads shall be posted with the following warning sign:

**DANGER
 NEVER FIGHT EXPLOSIVE FIRES
 EXPLOSIVES ARE STORED ON THIS SITE
 CALL 911**

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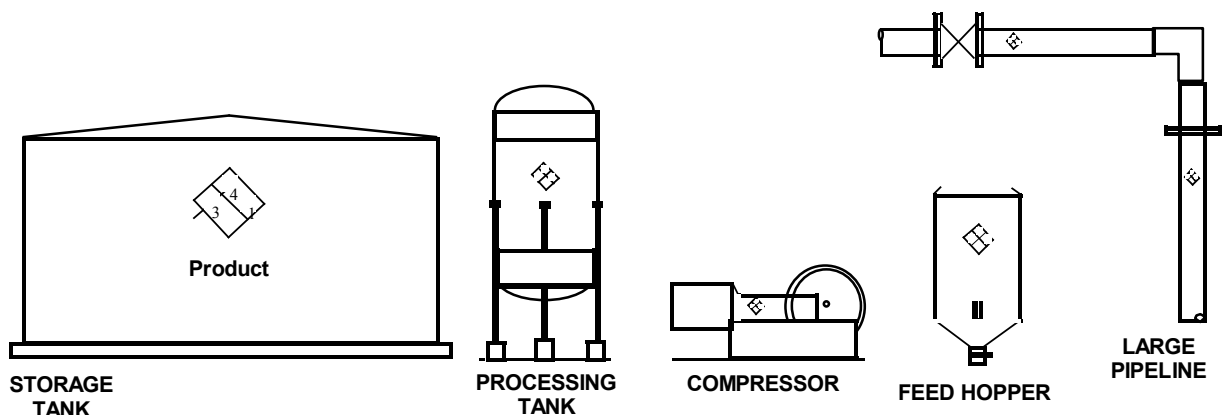
The sign shall be weather resistant with reflective surface and lettering at least 2 inches high.

- Any amount of a chemical found on the Environmental Protection Agency's (EPA) list of Extremely Hazardous Substances (Acutely Hazardous Materials).
- Any aboveground storage tank used for the storage of hazardous materials.
- The Fire Chief may deem necessary placarding for material with characteristics that endanger public safety.

4. LOCATION OF PLACARDS

- 4.1 Placards shall be mounted upon the building structure, excluding building windows or glass, and doorways. Additional and alternative placarding locations may be necessary in certain circumstances (Figure 3).

FIGURE 3



- 4.2 **Outside Placards** – Placards may be made of any weatherproof material, but must be permanently attached to the building. Outside placarding shall be located on the front of the building (addressed side) and the rear of the building in a Fire Department approved location.
- 4.3 **Front Building Placards** – Front building placards shall be mounted near the building address in a conspicuous, unobstructed location no less than 4 feet above grade.
- 4.4 **Rear Building Placards** – Rear building placards shall be mounted in a conspicuous, unobstructed location 4 feet above grade near rear doorways or building openings. Consideration shall be given to door swing and placard location as to prevent view obstruction from opened doors.

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- 4.5 **Inside Placards** – Inside placarding shall be required when chemicals are segregated into separate fire-rated rooms.

4.5.1 Inside chemical storage rooms shall bear the appropriate placard for the material(s) stored within the rated room, located over doorway leading into the room.

5. DETERMINING PLACARD NUMBERING

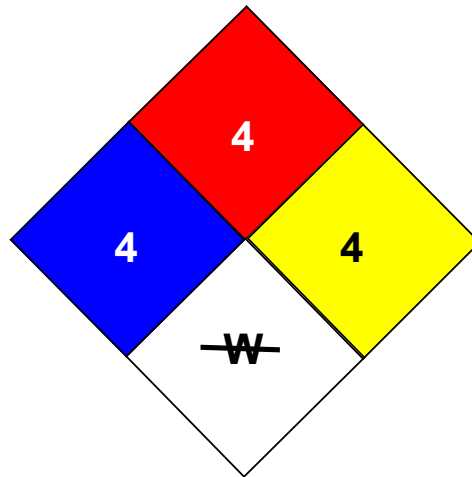
- 5.1 While the system is simple in application, the hazard evaluation required to determine the correct numerical rating for a specific material shall be performed by persons who are technically competent and experienced in interpretation of hazard criteria as set forth by NFPA 704 standards, such as an individual assigned to work with chemical or technical reference personnel.
- 5.2 Assignment of ratings shall be based on factors that encompass the inherent hazards of the material, including the extent of change in behavior to be anticipated under conditions of exposure to fire or fire control procedures.
- 5.3 To determine the appropriate numbering for facilities with multiple chemicals requiring identification, the NFPA 704 placard should indicate the aggregate hazards within the occupancy. This may be accomplished by determining the HIGHEST rating number for each of the hazard categories/quadrants (health, flammability, reactivity) of the chemicals required to be identified in inventory.
- 5.3.1 In each of the three (3) colored quadrants (blue, red, and yellow), the highest identifying number shall be affixed to indicate the most severe degree of hazards in each category.

Example: If your business has a material with a “4” health rating, another material with a “4” flammability rating, and another material with a “4” reactivity rating, the correct placard would contain a “4” in each of the three (3) respective colored quadrants (Figure 4).

Exception: When a high hazard rating would be misleading because of the presence of an insignificant quantity of the material requiring the rating.

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FIGURE 4



- 5.4 For materials that present a specific special hazard, such as radioactivity or water reactivity, an approved symbol indicating the hazard shall be affixed in the white lower quadrant (Figure 2).
- 5.5 Whenever it is unreasonable to require specific identification of hazardous materials due to an excessive number of different materials stored in one location, or an identification number is not assigned to a particular material, a Department of Transportation (DOT) placard indicating the general hazard of the materials (explosive, flammable, oxidizer, etc.) may be substituted (Figure 5).

FIGURE 5



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- 5.6 Placards used in this application shall be diamond-shaped, labeled, and colored in accordance with DOT requirements and with the approval of the Fire Department.
- 5.7 Your facility's chemical MSDS may provide placarding information. Also check with your chemical supplier for placarding rating information. If neither of these sources is able to assist you, please contact the Huntington Beach Fire Department's Hazardous Materials Disclosure Program office at (714) 536-5676 or (714) 536-5469.

6. MINIMUM PLACARD DIMENSIONS

- 6.1 The size and design of placards shall conform to the following minimum dimensions:
- Minimum dimension for placards shall be 10 inches x 10 inches, or 100 square inches.
 - Minimum dimensions for each colored quadrant shall be 5 inches x 5 inches, or 25 square inches.
 - Minimum dimensions for black or white hazard numbers shall be 4 inches in height with 5/8 inch stroke.
- 6.2 For a detailed description of the Hazard Identification System used in this City Specification, please see NFPA 704, Standard System for the Identification of the Fire Hazards of Materials.

APPROVED: _____
Duane S. Olson, Fire Chief

DATE: _____